



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 1.6

Subject: Quarterly Reports for Youth Development Centers and DCS Group Homes

Supersedes: DCS 1.6, 07/01/03

Local policy: No

Local procedures: No

Requires Training: No

Applicable Practice Model Standard(s): Yes

Approved by:

A handwritten signature in cursive script, reading "Linda P. Miller", is positioned to the right of the "Approved by:" label.

Effective date: 07/01/97

Revised date: 06/01/05

Application

To All Department of Children's Services Youth Development Center Superintendents, DCS Group Home Directors and Director of Research and Development

Authority: TCA 37-5-106; 37-5-112

Policy

All Youth Development Center Superintendents and DCS Group Home Directors shall prepare a quarterly report of programs, services, and progress toward meeting stated goals and objectives.

Procedures

A. Contents of quarterly reports

The Youth Development Center Superintendents and DCS Group Home Directors shall prepare a quarterly report to include, but not be limited to, the following topics:

1. Major events;
2. Budget status;
3. Morale of staff, children, families;
4. Unusually difficult problems with plans for resolution;
5. Comparison of stated goals and objectives with the actual

attainment of them;

6. Other information deemed important; and
7. Population data

B. Time frames

1. The Superintendents and DCS Group Home Directors shall forward the quarterly report to the Executive Director and Deputy Commissioner of the Division of Juvenile Justice by the 5th working day of the month following the end of March, June, September, and December of each year.
2. The Deputy Commissioner for Juvenile Justice shall review quarterly reports with the Commissioner during their regularly scheduled meetings.

C. Statistical information

The Director of Research and Development or designee must report annually and may report more frequently as necessary, to the Commissioner, the appropriate Executive Director and other appropriate central office staff, statistical information important to the management of the department. The reports must include, but not be limited to:

1. Entering and exiting custody statistics;
2. EPSD&T and dental screens completion rates; and
3. Demographic information on the child and youth population.

Forms

None

Collateral Documents

None

Standards

ACA 3JTS-1A-24

DCS Practice Model Standard- 8-306